



## **Attention: All Providers**

### **Include Zip+4 on Claims**

Providers are now required to include the last four digits of the ZIP code in the billing address and service facility location address fields on all claims.

Requirements for each claim form regarding ZIP+4 are listed below.

- **CMS-1500:** The ZIP+4 is required in blocks 32 (service facility location) and 33 (billing address), or electronic equivalent. Unless the place of service is the recipient's home, complete both fields even if the billing address and service facility location address are identical. Do not use the word "SAME." If the place of service on the claim is the recipient's home, leave block 32 blank.
- **UB-04:** The ZIP+4 is required in form locator 1, or electronic equivalent. Complete form locator 1 using the provider's site address. Complete form locator 2 (billing address) only if the billing address is different from the site address entered in form locator 1.
- **ADA:** The ZIP+4 is required in fields 48 (billing address) and 56 (site address), or electronic equivalent. Complete both fields even if the addresses are identical. Do not use the word "SAME."

To locate your ZIP+4, use the following link: [USPS - ZIP Code Lookup](#). Once NPI is implemented, the ZIP+4 will be an important component for claims processing. Therefore, it is imperative for providers to begin including this information on claims.

***NPI – Get it! Share It! Use It! Getting one is free – Not having one can be costly!***

**EDS, 1-800-688-6696 or 919-851-8888**